

## ***Section 2-3. INDIVIDUAL DEVELOPMENT PLANS***

The Individual Development Plan (IDP) serves as the blueprint for identifying and tracking the participant's developmental needs, accomplishments, and progress towards achieving DLAMP objectives. It is a living document that you will update, revise, and adjust as you gain experience and your developmental needs change throughout your participation in the program. It is an important document, because it will be used annually to determine your "good standing" and continuation in the program. (Refer to the Good Standing Policy in Section 7-1 for additional information.) The IDP also will be used by the DLAMP office to project seat quotas and to develop funding and resource levels for the different elements of the program.

The IDP is prepared with your supervisor's participation and requires supervisory and Component approval. Your IDP should include all activities required by DLAMP to complete the program, as well as any others recommended by your supervisor. Each new participant is required to have their IDP signed and approved by their supervisor and submitted to their respective Component within 60 days of attending Orientation. The IDP form is found on pages 14-17 of this Handbook.

## **ROLES AND RESPONSIBILITIES**

### **Participants**

- assess experience, abilities, attributes, knowledge, and skills against the developmental objectives of DLAMP, the Office of Personnel Management Executive Core Qualifications (ECQs), and the Defense criterion;
- draft the IDP by identifying developmental needs and ways to achieve them;
- prepare a timeline for accomplishing developmental activities;
- review the IDP with their supervisor to coordinate time away from job;
- provide a copy of the completed IDP to the Component within 60 days of Orientation; and,
- revise the IDP as needed and provide an updated IDP to the Component, at a minimum, annually.

### **Supervisors**

- discuss, review, and approve the planning and scheduling of DLAMP activities;
- ensure a funding source for any activities outside the DLAMP curriculum;

- certify the IDP at least annually.

#### Component DLAMP Offices

- review and approve initial IDPs for adequacy and completeness, and submit them to the DLAMP Office within 90 days of Orientation;
- review IDPs annually to determine “good standing” status;
- provide a copy of each approved IDP, with revisions and updates, to the DLAMP office.

#### DLAMP Office

- develop IDP requirements;
- provide necessary information to participants to complete the IDP;
- provide program guidance and academic counseling to participants and supervisors;
- provide authorized funding for approved DLAMP activities.

#### ADDITIONAL GUIDELINES FOR PREPARING THE IDP

- DLAMP operates on the basis of the Fiscal Year - October 1 through September 30. Your IDP should indicate the Fiscal Year in which you plan to accomplish each requirement.
- The IDP should reflect the decisions made as a result of completing a self-assessment of developmental needs.
- The IDP should reflect all required DLAMP activities. The activities should be reasonably distributed over the period the participant plans to spend in the program, with some activity taking place each year. (Refer to the Good Standing Policy for information on required annual activity.)

Preparatory courses at the School for National Security Executive Education must be scheduled to ensure completion prior to planned participation in Professional Military Education.